



COPY

MR STEPHEN MICHAEL WOOD
Information Commissioner Office
Wycliffe House
Water Lane
Wilmslow
SK95AF

RECEIVED

30 SEP 2016

Card Number

Statement Date

28 August 2016

Credit Limit

MEMO STATEMENT FOR INFORMATION ONLY.
PLEASE DO NOT REMIT PAYMENT.

Company Number: 1051431

CARDHOLDER ACTIVITY

POST DATE	TRAN DATE	BANK REFERENCE	YOUR REF	TRANSACTION DESCRIPTION	
29 JUL	28 JUL	71892663		LUL TICKET MACHINE EUSTON OYSTER CAR PARK	
29 JUL	28 JUL	20887986		WEST COAST TRAINS MACLSFLD 2871	
09 AUG	01 AUG	02188535		Lodging H PALMASSETS S Marrakech 504	504.26 ✓
				6,250.00 MAD EXCHANGE RATE 12.394399	
				INCL NON-STERLING TRANSACTION FEE £14.45	
26 AUG	25 AUG	79226737		LUL TICKET MACHINE EUSTON	9.80 ✓

Stay up to date by viewing your card statement on the day it's produced - sign up at natwest.com/cardsonline by clicking on the Log in or register for Cards OnLine link.

Financial Services Compensation Scheme (FSCS)

Your eligible deposits with NatWest are protected by the Financial Services Compensation Scheme. An FSCS information sheet and list of exclusions will be provided to you on an annual basis.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

App

CUSTOMER SERVICE HELP DESK 0370 010 1152	SUMMARY	
LOST/STOLEN CARDS 24 HRS 0370 6000 459	PURCHASES & OTHER CHARGES	£535.16
PLEASE ADDRESS ENQUIRIES TO: COMMERCIAL CARDS DIVISION CARDS CUSTOMER SERVICES PO BOX 5747 SOUTHEND-ON-SEA SS1 9AJ Monday - Friday 08.00 - 18.00 Saturday 09.00 - 13.00	CASH ADVANCES	£0.00
	CASH ADVANCE FEES	£0.00
	CREDITS/REFUNDS	£0.00
	TOTAL	£535.16

Expense Reimbursement

Employee Name: STEV

STEM

62633

Delegated authority:

Department (choose from drop down menu):

008

0000

Expense Period

Fr

To: 19/08/2016

Nominal Code (Finance Use)

Itemised Expenses

Mileage

Car miles claimed (Standard Rate)*

Car miles claimed (Public Transport Rate)

Motorcycle miles claimed

Bicycle miles claimed

Passenger rate

Miles	No. of

45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

	0.00
	0.00
	0.00
	0.00
	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work passengers**

Less Cash Advance

TOTAL REIMBURSEMENT

152.00

Don't forget to attach receipts!

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment.

Expense Reimbursement

RCT Number
(Finance Use)

Claim Number

Delegated authority:

Department (choose from drop down menu):

008 0000

Expense Period

Front

To: 19/08/2016

Itemised Expenses

Mileage

Car miles claimed (Standard Rate)*

Car miles claimed (Public Transport Rate)

Motorcycle miles claimed

Bicycle miles claimed
Passenger auto

Passenger rate

Miles	No. of passengers

- 45 p per mile
- 25 p per mile
- 24 p per mile
- 20 p per mile
- 5 p per mile

	0.00
	0.00
	0.00
	0.00
	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work passengers**

Less Cash Advance

TOTAL REIMBURSEMENT **18.30**

Don't forget to attach receipts!

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment